

July 2025 Board Meeting Agenda
July 9, 2025 @ 7:30 AM
1812 Troxel Drive, Lafayette, IN 47909

Call to Order

Last Month's Meeting Minutes

Financial Report & Claims

Soil Health

- ❖ Community Garden

Water Quality

- ❖ RCPP

Invasive Species

- ❖ Invasive SWAP
- ❖ Invasive species presentation @ W.L. Library 8/1
- ❖ TICT Table @ Fair
- ❖ Potential Workdays

Wildlife Habitat

- ❖ Indiana Tree Species Selection Guide
- ❖ Helping Pollinators at Home

Business Operations

- ❖ Remote work policy
- ❖ Fair Display
- ❖ CNW Meeting - 8/21 @ 5 p.m.
- ❖ Budget

Other Reports/Announcements

Adjourn

NOTE: This agenda is in DRAFT FORM. Open Door Law does not prohibit the public agency from changing or adding to its agenda during the meeting.

Next Meeting: Our next Board Meeting is scheduled for August 13, 2025, at 7:30 a.m. at the USDA Service Center. It will include the Local Working Group Discussion of Resource Concerns. Check tippecanoecountyswcd.org for updates.

TIPPECANOE COUNTY SOIL AND WATER CONSERVATION DISTRICT

1812 Troxel Dr., Lafayette IN 47909

MINUTES

June 11, 2025, 7:30 AM

The regular monthly meeting of the Tippecanoe County Soil and Water Conservation District (SWCD) was held on Wednesday, June 11, 2025, in person. Board Chair, Mark Eastman, called the meeting to order at 7:34 A.M.

SUPERVISORS PRESENT:

Mark Eastman, Chair
Melody Clouser, Vice Chair
Deb Grady Ruth, Supervisor

STAFF PRESENT:

Kris Gertz, SWCD
Robert Suseland, SWCD
Mike Smith, SWCD

OTHERS PRESENT:

Sarah Vaughn, NRCS
Kathy Vernon, County Council
Ethan Hershburger, IASWCD

April 2025 Minutes

Upon a motion by Grady-Ruth, Clouser seconded: **"The April 2025 minutes accurately reflect reports made, actions taken and stands approved. Motion carried."**

The June 2024 Financial Report, and June 2024 Accounts Payable Vouchers were distributed.

Upon a motion by Clouser, Grady-Ruth seconded: **"The June 2024 Financial Report and June 2024**

Accounts Payable Voucher Register stands approved." A vote was taken. **Motion carried.**

County funding – Grady-Ruth made a motion to pay the county for the Rural Conservationist position from the NACD grant, Clouser seconded, motion carried.

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER
4/23/2025	451	Comcast		\$ 172.55	172.55	6877
04/23/25	452	IRS		\$ 602.03	602.03	EFT
05/29/25	453	Comcast		\$ 172.55	172.55	6978
06/03/25	454	IRS		\$ 345.96	345.96	EFT
06/06/25	455	DNR Prophetstown		\$ 198.00	198.00	6979
06/06/25	456	Spence		\$ 10,173.40	10,173.40	6980
06/06/25	457	Kris Gertz		\$ 902.05	902.05	6981
06/06/25	458	Michael Smith		\$ 58.75	58.75	6982
06/06/25	459	Woody Warehouse		\$ 5,143.00	5,143.00	6983
06/06/25	460	Rural Revival		\$ 25.00	25.00	6984
06/06/25	461	First Christian Church		\$ 14.00	14.00	6985
06/06/25	462	Robert Suseland		\$ 205.79	205.79	6986
06/06/25	463	Nick Simms		\$ 434.42	434.42	6987
06/06/25	464	Tammy Murray		\$ 42.80	42.80	6988
06/06/25	465	Tippecanoe County Parks & Recreation		\$ 800.00	800.00	6989
06/06/25	466	Dan Childs		\$ 305.00	305.00	6990
06/06/25	467	Anytime Outhouse		\$ 150.00	150.00	6991
06/06/25	468	fees		\$ 401.10	401.10	EFT
		Carried Forward		20,146.40	20,146.40	

Soil Health

- ❖ Insectary Strip Field Day –Mike shared highlights from the event. Vaughn, Suseland, Lad and Ingwell presented. The event had an attendance of around 20 with follow-up site visits.

- ❖ Community Garden – Smith shared that he planted a cover crop with no success, so another round was planted. Oats will be terminated in the fall and another round of cover for overwinter will be planted. The first crop was discussed. Eastman encouraged a visit.
- ❖ Potential New Events – Soil Health w/ Ag lenders – Smith shared an idea for an event for Ag lenders and partner with surrounding counties with a speaker from Purdue. The board suggested pursuing the event and building relationships with participants. The potential Urban Soil Health Soil Sampling event comes from a request from a local community garden. The event would be hosted at the community gardens and possible free soil test. The board encouraged going forward with the event but capping the number of free tests.
- ❖ Cover Crop Workshop & Field Guide – Smith shared the Cargill cover crop workshop was a success. The Cover Crop Field Guide supply is running low. Reordering the guide was discussed. Smith will reach out to partners to see if they have guides for us first.
- ❖ Solutions from the Land – Smith revisited the topic from last month. They are seeking support from local entities. The board discussed and decided to pass on sharing with the commissioners.

Water Quality

- ❖ 319 – Big Bend of the Wabash, Deer Creek/ Sugar Creek, Upper Sugar Creek completed their Notice of Intent to apply for 319 funding this round. Big Pine watershed was funded.
- ❖ NRES Capstone Project – Suseland shared this year's project with the Natural Resource & Environmental Studies class. The students developed a pamphlet and a postcard for promotion for easements. Eastman will review and Vaughn will send to public relations at NRCS.

Invasive Species

- ❖ Invasive Swap - Suseland shared the SWAP program needs additional participants. Last year's excess of grant funding went to West Lafayette and Lafayette parks.

Wildlife Habitat

- ❖ Native Plant Fest – Suseland shared the attendance at Native Plant Fest and each hike and speakers. Gertz shared.
- ❖ Healthy Forest Walk – Suseland shared a hike at Hort park to show management of invasives.

Business Operations

- ❖ Forage Specialist Letter – The letter looked good and is signed.
- ❖ Strategic Plan – Meeting after the SWCD meeting to discuss the 2026 – 2030 strategic plan has been postponed to August 13.
- ❖ Public meeting requirements – Gertz shared the exemption for SWCDs from the livestreaming government meetings is in question. The Tippecanoe SWCD will plan on livestreaming the July meeting to follow guidelines.
- ❖ Awards – River Friendly Farmer is submitted.

Other Reports/Announcements

- ❖ Comp Time needs to be used first when taking leave
- ❖ Senate Bill 4 – signed into law.
- ❖ Event space – the Tippecanoe SCWD long term would like to have a location for events, storage, office space, and land for demonstrations.
- ❖ Work Study – The SWCD will create a job description for another work study position for the 2025-2026 school year.
- ❖ GreenFest – Eastman attended and noted low attendance.
- ❖ Purdue ANR position – not expected to be filled this year.

Upcoming Events

- ❖ Healthy Forest Walk – June 13
- ❖ Outdoor Explore – June 14
- ❖ Urban Soil Health Summit – June 18
- ❖ Juneteenth – Office closed - June 19
- ❖ Pollinatorpalooza – June 28
- ❖ July 4th – Office Closed
- ❖ RiverFest – July 12
- ❖ Tippecanoe County Fair – July 18-26

THE MEETING ADJOURNED AT 9:34 A.M. Grady Ruth motioned; Clouser seconded; motioned carried.

Minutes recorded by Kris Gertz.

APPROVED: _____

APPROVED: _____

APPROVED: _____

The Tippecanoe County Soil and Water Conservation District is committed to provide quality technical, educational, and informational resources for the community through leadership, service, and citizen involvement to foster natural resource conservation and environmental stewardship.

Profit and Loss

Tippecanoe Soil & Water Conservation District

June 7-July 4, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
1 - Intergovernmental Receipts	0
Grants	0
CWI Grants	11,570.00
Total for Grants	\$11,570.00
Total for 1 - Intergovernmental Receipts	\$11,570.00
3 - Misc. Income	0
Interest	0.41
Sales Income	0
1 - Native Plant Sale	220.00
3 - Custom Seed Mixes	28.04
4 - Other Sales	140.00
Total for Sales Income	\$388.04
Sales Tax Collected	1.96
Total for 3 - Misc. Income	\$390.41
Total for Income	\$11,960.41
Cost of Goods Sold	
Gross Profit	\$11,960.41
Expenses	
41 - Education Programs	0
Conservation Education Programs - Urban Soil	89.70
Conservation Education - TICT	177.84
Total for 41 - Education Programs	\$267.54
42 Contract labor	73,858.19
54 - Sales Tax Paid to IRS	1.95
57 - Utilities	0
Internet	172.55
Total for 57 - Utilities	\$172.55
58 - Travel. mileage, Registration, Meals	0
Continuing education registration	40.00
Total for 58 - Travel. mileage, Registration, Meals	\$40.00
61 - Vehicle	0
Vehicle gas & fuel	62.62
Total for 61 - Vehicle	\$62.62
QuickBooks Payments Fees	6.58
Total for Expenses	\$74,409.43
Net Operating Income	-\$62,449.02
Other Income	
Other Expenses	
Net Other Income	0
Net Income	-\$62,449.02

Tippecanoe Soil & Water Conservation District
Checking (0364) - 1, Period Ending 06/30/2025

RECONCILIATION REPORT

Reconciled on: 07/01/2025

Reconciled by: Kris Gertz

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	133,753.26
Checks and payments cleared (15).....	-18,932.50
Deposits and other credits cleared (4).....	11,960.00
Statement ending balance.....	<u>126,780.76</u>
Uncleared transactions as of 06/30/2025.....	-73,727.20
Register balance as of 06/30/2025.....	53,053.56

Details

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/29/2025	Check	6978	COMCAST CABLE	-172.55
06/03/2025	Check	EFT	INDIANA DEPARTMENT OF ...	-345.96
06/06/2025	Check	6980	SPENCE NURSERY	-10,173.40
06/06/2025	Check	6981	Kris Gertz (V)	-902.05
06/06/2025	Check	6982	Michael Smith (V)	-58.75
06/06/2025	Check	6983	WOODY WAREHOUSE	-5,143.00
06/06/2025	Check	6984	RURAL REVIVAL	-25.00
06/06/2025	Check	6985	First Christian Church	-14.00
06/06/2025	Check	6986	Robert Suseland	-205.79
06/06/2025	Check	6987	Nick Simms	-434.42
06/06/2025	Check	6991	Anytime Outhouse	-150.00
06/06/2025	Check	6990	Dan Childs	-305.00
06/06/2025	Check	6989	Tippecanoe County Parks & R...	-800.00
06/06/2025	Check	6979	DNR Prophetstown State Park	-196.00
06/23/2025	Expense		QuickBooks Payments	-6.58
Total				-18,932.50

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/20/2025	Deposit		State of Indiana	11,570.00
06/23/2025	Deposit		Purdue FNR	220.00
06/25/2025	Deposit		MAPPING SOLUTIONS- C	140.00
06/25/2025	Deposit		Coltin Gresser	30.00
Total				11,960.00

Additional Information

Uncleared checks and payments as of 06/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/04/2025	Check	6972	Michael Smith	-11.85
06/06/2025	Check	6988	Tammy Murray (V)	-42.80
06/24/2025	Check	6992	COMCAST CABLE	-172.55
06/25/2025	Check	6993	TIPPECANOE COUNTY TRE...	-73,500.00
Total				-73,727.20

Tippecanoe Soil & Water Conservation District

Money market savings (7405) - 1, Period Ending 06/30/2025

RECONCILIATION REPORT

Reconciled on: 07/01/2025

Reconciled by: Kris Gertz

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	50,003.82
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	0.41
Statement ending balance.....	<u>50,004.23</u>
Register balance as of 06/30/2025.....	50,004.23

Details				
Deposits and other credits cleared (1)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/20/2025	Deposit		FIRST MERCHANTS BANK	0.41
Total				0.41

Tippecanoe County Soil & Water Conservation District 2025 Budget

2025 Forecast

Income Categories	Total	Q1	Q2	Q3	Q4	Total	%
State District Operations	\$ 20,000.00	\$ -	\$ 20,000.00			\$ 20,000.00	100%
Clean Water Indiana Grant	\$ 9,750.00	\$ -	\$ 11,570.00			\$ 11,570.00	119%
County District Operations	\$ 15,000.00	\$ -				\$ -	0%
Federal and State Funds (not CWI)	\$ 55,000.00	\$ -	\$ 12,200.00			\$ 12,200.00	22%
Other Grants	\$ 10,000.00	\$ -	\$ 2,838.00			\$ 2,838.00	28%
Contribution Agreement	\$ 10,000.00	\$ 4,437.00				\$ 4,437.00	44%
Equipment Rental	\$ 5,000.00	\$ 200.00	\$ 557.79			\$ 757.79	15%
Reimbursements	\$ 300.00	\$ 20.00				\$ 20.00	7%
Annual Meeting	\$ -	\$ -				\$ -	#DIV/0!
Interest	\$ 5.00	\$ 1.22	\$ 1.24			\$ 2.46	49%
Sales Income	\$ 50,000.00	\$ 8,582.55	\$ 16,585.62			\$ 25,168.17	50%
Sales tax	\$ 3,500.00	\$ 600.80	\$ 950.74			\$ 1,551.54	44%
Workshop Income	\$ 500.00	\$ 173.44				\$ 173.44	35%
Total	\$ 179,055.00	\$ 14,015.01	\$ 64,703.39			\$ 78,718.40	44%
						\$ -	

Expense Category	2025 Budget	Q1	Q2	Q3	Q4	\$	-	%
Equipment	\$ 1,000.00	\$ -				\$ -		0%
Annual Meeting Expenses	\$ 600.00	\$ 212.56				\$ 212.56		35%
Audit	\$ -	\$ -				\$ -		#DIV/0!
Insurance	\$ 3,000.00	\$ -				\$ -		0%
Education Programs	\$ 10,000.00	\$ 1,020.98	\$ 2,523.40			\$ 3,544.38		35%
Cost- Share	\$ 10,000.00	\$ -	\$ 434.42			\$ 434.42		4%
Dues & Subscriptions	\$ 7,500.00	\$ -	\$ 3,050.00			\$ 3,050.00		41%
Supplies	\$ 6,000.00	\$ 341.77	\$ 211.43			\$ 553.20		9%
Postage	\$ 1,000.00	\$ 149.00	\$ 441.94			\$ 590.94		59%
Printing and Copying	\$ 1,000.00	\$ 21.00				\$ 21.00		2%
Equipment Repair	\$ 1,500.00	\$ 896.87				\$ 896.87		60%
Sales Tax Paid	\$ 3,500.00	\$ 234.18	\$ 1,312.54			\$ 1,546.72		44%
Supplies for resale	\$ 50,000.00	\$ 481.32	\$ 15,460.20			\$ 15,941.52		32%
Utilities	\$ 2,000.00	\$ 517.65	\$ 517.65			\$ 1,035.30		52%
Travel	\$ 3,000.00	\$ 590.57	\$ 21.60			\$ 612.17		20%
Workshop Expenses	\$ 3,000.00	\$ -				\$ -		0%
Contractor pay	\$ 55,000.00	\$ -	\$ 73,500.00			\$ 73,500.00		134%
Credit card fees	\$ 5,000.00	\$ 253.55	\$ 440.10			\$ 693.65		14%
Software fees	\$ 400.00	\$ 159.90	\$ 995.88			\$ 1,155.78		289%
Vehicle Expenses	\$ 1,500.00	\$ 148.06	\$ 283.56			\$ 431.62		29%
Total	\$ 165,000.00	\$ 5,027.41	\$ 99,192.72			\$ 104,220.13		63%

Salaries	
Fringe	
Total Expenses	\$ 165,000.0